



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Thursday, February 11, 2010
POSITION TITLE:	Chief, Office of Correctional Safety	FINAL FILING DATE:	Tuesday, March 2, 2010
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$10,123.00 / Month	BULLETIN ID:	02092010_2

POSITION DESCRIPTION

The Chief, Office of Correctional Safety (OCS), reports to the Assistant Secretary, OCS and is responsible for the management of the Department's programs involving law enforcement, gang management, departmental security, the apprehension of adult and juvenile escapees and Parolees-at-Large (PALs), and investigations involving inmates, wards, and parolees. The Chief, OCS has management responsibility for staff in various peace officer and administrative classes located in headquarters.

Duties include, but are not limited to:

- Serves as a member of the Assistant Secretary's staff and participates in the development, implementation, and evaluation of the departmental strategic and operational plans. Serves as liaison to and maintains good working relationships with federal, state, and local law enforcement and criminal justice agencies, providing advice and consultation to the Secretary, Undersecretary, Assistant Secretary, and other administrators in the formulation of departmental policies and programs affecting law enforcement, gang management, departmental security and emergency management functions, fusion center activities, the apprehension of adult and youth PAL's, and investigations involving inmates, youth, and parolees.
- Establishes guidelines, priorities, and management systems to ensure efficient and effective unit operations; develops policies and procedures as they relate to departmental and unit issues; and evaluates the impact of laws, rules, and court decisions on related areas.
- Serves as a law enforcement liaison responsible for planning and directing the activities of the office in coordination with allied law enforcement agencies in the identification, investigation, gathering, and exchange of intelligence, arrest, and prosecution of adult and juvenile escapees, prison gang members, parole violators, and offenders suspected of involvement in illegal activities. Responsible for departmental intelligence fusion center activities and the departmental Terrorism

Liaison Officer Program.

- Responsible for prison gang management by continually gathering intelligence regarding prison gangs and other groups that endanger departmental operations; maintains a prison gang member identification and tracking system; assesses and advises the Governor's Office and the departmental Secretary on the presence and activities of prison gang members within the correctional system; and makes recommendations on strategies for better management of this unique population, including the development of policy and regulatory procedures. Coordinates and manages the California Gang Task Force, a consortium of over two hundred law enforcement agencies that provide a monthly forum for the sharing of intelligence and related training; manages and oversees the active/inactive gang management function, which includes ongoing investigations of gang activity inside the Department's Security Housing Units; and determines and declares active/inactive gang member status.
- Responsible for Fugitive Apprehension, which includes investigation, location, and apprehension of all escapees from the adult and juvenile institutions and the management of the Department's adult and juvenile PAL Apprehension Program. This involves investigation, location, and arrest of parolees for which an arrest warrant has been issued, and liaison with law enforcement agencies relative to parole-related investigations, arrest, and task force operations. In conjunction with law enforcement throughout the State and the Divisions of Adult and Juvenile Parole Operations, oversees the development of effective strategies to apprehend PALs posing the greatest risk to the public.
- Responsible for departmental emergency planning and management functions. This includes, but is not limited to, oversight of departmental emergency planning documents, related preparedness, exercising and recovery activities. Responsible for maintenance and readiness of the Department Operations Center. Responsible for critical staff safety functions such as the protective vest program and Crisis Response Team Program.
- Responsible for departmental security by ensuring the safety and security of high level managerial staff within the Department and institutional and parole staff.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military

duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

The Chief, Office of Correctional Safety, CEA Level 3 is a peace officer position; therefore, applicants are subject to meeting all requirements for a peace officer.

PEACE OFFICER REQUIREMENTS:

Citizenship Requirement: Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

Felony Disqualification: Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

Firearm Conviction Disqualification: Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

Age Limitation – minimum age for appointment: 21 years (Applicants must state birth date on application).

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy

formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Demonstrated leadership, flexibility, and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of a Chief.
- Experience in public administration, personnel management, and leadership which demonstrates the ability to motivate staff and manage large groups; and knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and a manager's role in achieving an EEO workplace.
- Experience and knowledge in law enforcement and investigations operations and programs, and management practices.
- Demonstrated broad administrative or program manager experience with substantial participation in the formulation, implementation, operation, and/or evaluation of program policies and procedures in areas related to, but not limited to, law enforcement, gang management, departmental security,

apprehension of PAL's, and investigations involving inmates, wards, and parolees.

- Ability to develop cooperative working relationships; communicate effectively, both orally and in writing; and represent the Department with federal, state, and local law enforcement and criminal justice agencies, to develop policies, procedures, and programs affecting law enforcement, gang management, departmental security, apprehension of PAL's, and investigations involving inmates, wards, and parolees.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Program Administrator, Correctional School (Managerial or Supervisor), or Parole Administrator I and II, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Office of Correctional Safety**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. Each candidate will be notified in writing of the examination results.

FILING INSTRUCTIONS

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted and postmarked by March 2, 2010 to Eloda White, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed below for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

Interested applicants must submit:

- A completed Standard State Application (Form 678).

- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and 12 point font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive
Appointments
1515 S Street, Room 108 North, Sacramento, CA 95811
Eloda White | (916) 324-3289 | Eloda.White@cdcr.ca.gov

ADDITIONAL INFORMATION

*The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>